

**CITY OF SANTA CLARA
CIVIL SERVICE COMMISSION
SUMMARY OF MINUTES**

**May 14, 2018 at 7:00 P.M.
Santa Clara City Council Chambers
1500 Warburton Avenue
Santa Clara, California**

Present: Chairperson Mario Bouza, Vice-Chairperson Carolyn McAllister, Commissioners Willie Brown, John Casey and Franklin Felizardo; Vanessa Guerra, Division HR Manager, Diana Fazely, Deputy City Attorney, and Christine Heng, Recording Secretary

Absent: None

Recommendations for Council Action

- A. Approve modified job specifications for Firefighter I, Firefighter II, Driver/Engineer, Fire Captain, and Assistant Training Officer.**
- B. Approve modified job specification for Electric Utility Engineer.**
- C. Approve modified job specification for Time and Material Clerk**
- D. Approve modified job specification for Street Maintenance Foreperson.**
- E. Approve modified job specification for Park Foreperson.**
- F. Approve modified job specification for Utility Field Services Worker.**

CALL TO ORDER - PLEDGE OF ALLEGIANCE

Chairperson Bouza called the meeting to order at 7:00 p.m., and led the meeting in the Pledge of Allegiance.

CONSENT CALENDAR

- 1.A 18-565 Minutes Of March 12, 2018 Civil Service Commission Meeting - There being no objections or changes.**

MOTION by Vice-Chairperson McAllister, seconded by Commissioner Brown, to **NOTE AND FILE Item 1.A.**

MOTION carried, 5-0

- 1.B 18-567 Change of Status Reports for March and April, 2018.
- 1.C 18-568 Current Recruitment Activity Reports for March and April, 2018.
- 1.D 18-569 Examination Report for March and April, 2018.

MOTION by Commissioner Casey, seconded by Vice-Chairperson McAllister, to **NOTE AND FILE Items I.B, I.C, and I.D**

MOTION carried, 5-0

ORAL COMMUNICATIONS

The law does not permit Commission Action on, or extended discussion of, any item not on the Agenda except under special circumstances. Note the instructions in the Agenda regarding Oral Communications.

NEW BUSINESS

- 2. 18-202 Request to Modify Job Specifications for Firefighter I, Firefighter II, Driver/Engineer, Fire Captain, and Assistant Training Officer.

MOTION by Vice-Chairperson McAllister, seconded by Commissioner Casey, to modify job specification for Firefighter I.

MOTION carried, 5-0

MOTION by Vice-Chairperson McAllister, seconded by Commissioner Felizardo, to modify job specification for Firefighter II.

MOTION carried, 5-0

MOTION by Commissioner Felizardo, seconded by Vice-Chairperson McAllister, to modify job specification for Driver/Engineer.

MOTION carried, 5-0

MOTION by Commissioner Brown, seconded by Vice-Chairperson McAllister, to modify job specification for Fire Captain.

MOTION carried, 5-0

MOTION by Vice-Chairperson McAllister, seconded by Commissioner Brown, to modify job specification for Assistant Training Officer.

MOTION carried, 5-0

3. 18-574 Request to Extend Eligible List for Equipment Operator.

MOTION by Commissioner Brown, seconded by Vice-Chairperson McAllister, to extend eligible list for Equipment Operator.

MOTION carried, 5-0

4. 18-586 Request to Modify Job Specification, Examination Weighting and Recruitment Type for Electric Utility Engineer.

MOTION by Commissioner Brown, seconded by Vice-Chairperson McAllister, to modify job specification, examination weighting and recruitment type for Electric Utility Engineer.

MOTION carried, 5-0

5. 18-587 Request to Modify Job Specification for Time and Material Clerk.

MOTION by Commissioner Casey, seconded by Commissioner Felizardo, to modify job specification for Time and Material Clerk.

MOTION carried, 4-0; Commissioner Casey abstained

6. 18-601 Request to Extend Eligible List for Firefighter I.

MOTION by Vice-Chairperson McAllister, seconded by Commissioner Brown, to extend eligible list for Firefighter I.

MOTION carried, 5-0

7. 18-608 Request to Modify Job Specification for Street Maintenance Foreperson.

MOTION by Vice-Chairperson McAllister, seconded by Commissioner Felizardo, to modify job specification for Street Maintenance Foreperson.

MOTION carried, 5-0

8. 18-609 Request to Modify Job Specification for Park Foreperson.

MOTION by Commissioner Brown, seconded by Vice-Chairperson McAllister, to modify job specification for Park Foreperson.

MOTION carried, 5-0

9. 18-612 Request to Modify Job Specification and Waive Written Examination Process for Utility Field Services Worker.

MOTION by Vice-Chairperson McAllister, seconded by Commissioner Brown, to modify job specification and waive written examination process for Utility Field Services Worker.

MOTION carried, 5-0

10. 18-613 CONSIDER REQUEST to Extend the Eligible List for Community Service Officer I.

MOTION by Commissioner Casey, seconded by Commissioner Felizardo, to extend eligible list for eligible list for Community Service Officer I.

MOTION carried, 5-0

STAFF REPORT

- 18-593 Information regarding Salary Setting Commission, Charter Sec. 702

Recommendation: This agenda report is to provide the Civil Service Commission with information regarding the Salary Setting Commission, Charter Sec. 702. There is no recommendation.

COMMISSIONERS REPORT

There are no Commissioner reports.

ADJOURNMENT

Chairperson Bouza adjourns the meeting at 7:49 p.m., until Monday, July 8, 2018, at 7:00 p.m., the next regularly scheduled meeting of the Civil Service Commission.